

3120 Stonecrest Blvd.

Stonecrest, Georgia 30038

(770) 224-0200

www.stonecrestga.gov

Special Administrative Permit Application

The Special Administrative Permit does not require a public hearing. The Community Development Director will issue a decision within 30 days. The review timeframe begins after the date of application acceptance by city staff.

(incomplete applications will not be accepted)
Completed Application.
Survey Plat of the subject property and work space floor plan.
Signed and notarized affidavits of all property owners. Use separate sheet.
Letter of Intent: Please describe, on a separate sheet of paper, what your proposing and <u>how</u> your request meets the requirements for your proposed use
Fee: \$25.00

Home Occupations

Application Checklist

The following provisions apply in accordance with Article 4 of the City of Stonecrest Zoning Ordinance:

A home occupation where no customer contact occurs on site shall be considered a <u>Type I Home Occupation</u> and shall require Special Administrative permit (SA). <u>This permit takes 30 days to process. Please take this into account when applying for your business license.</u>

• Up to two (2) full-time residents of the premise are allowed to conduct separate home occupations in the same dwelling. The following criteria is used in reviewing the request; protentional residential impacts, parking, hours of operation and other relevant factors.

All Home occupations other than Type I Home Occupations shall be considered a <u>Type II Home Occupation</u> and shall require a **Special Land Use Permit (SLUP)**. This permit takes 3 months to process it requires hearings.



G E O R G I A 3120 Stonecrest Blvd. • Stonecrest, Georgia 30038 • (770) 224-0200 • www.stonecrestga.gov

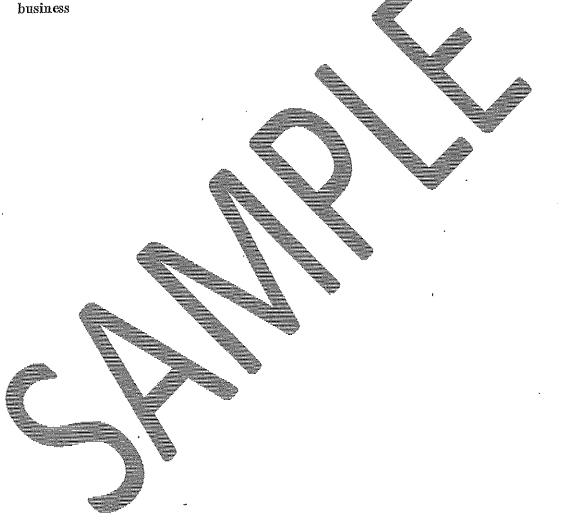
Application

Туре	Special Administrative Permit										
	Name:										
Applicant formation	Address:										
Appl iform	Phone:	Fax:									
Ŀ	Cell:	Email:									
	Name:										
<u></u>	Address:	Fax:									
Owner	Phone:										
Ó	Cell:	Email:									
Affidavit	To the best of my knowledge, this special administrative permit appl materials are determined to be necessary, I understand that I am rest the City of Stonecrest Zoning Ordinance. I understand that failure to Applicant Checklists and Requirements of the Stonecrest Zoning Ordinave read the provisions of the Georgia Code Section 36-67A-3 as recampaign Disclosure Statement is included.	ponsible for filing ac supply all required i nance) will result in	dditional m nformation the reject	naterials as specified by n (per the relevant ion of this application. I							
	Applicant's Name:										
	Applicant's Signature:			Pate:							
	Sworn to and subscribed before me this Day	of		20							
>	Notary Public:										
Notary	Signature:										
	Date:										
	Application Received By:										
	Date:										
Fee	Fee: \$ Payme	nt: Cash Chec	к 🛮 сс	Date:							
	☐ Approved ☐ Approved with Conditions ☐ Denie	d	Date:								

Your Letter of Intent should include the following information

- Indicate that you are applying for a Special Administrative Permit to operate a home-based business
- Describe the type of business activities (i.e. using the space in your home as an office to receive calls and assist clients or you have an internet business, etc.
- Attach a copy of the floor plan showing the area used for office space. By Georgia law no home-based business can occupy more than 25% of your home.

• Confirm that you will not have any customer contact at the location of your home-based



LETTER OF INTENT

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